

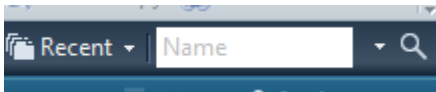
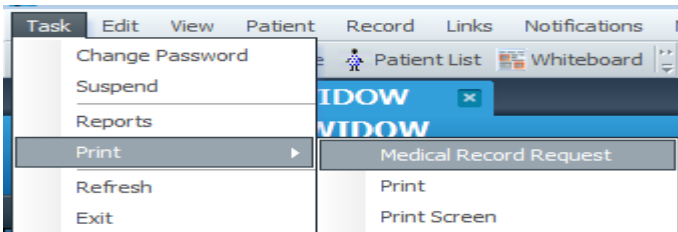
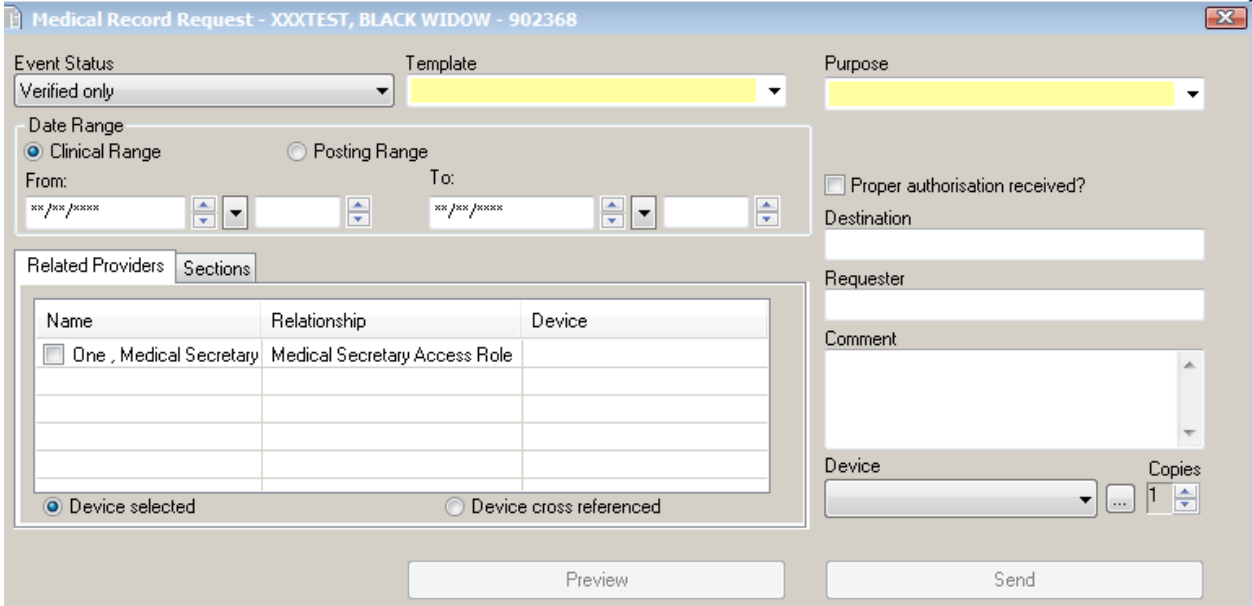
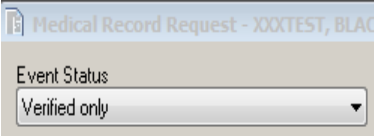
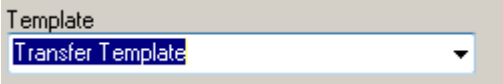



## PRINTING A PATIENT'S RECORD WHEN TRANSFERRING TO ANOTHER HOSPITAL

This is a guide printing off a patient's record to send with the patient when they are transferred to another hospital.

1.	<b>Identify the patient who is to be transferred to another hospital.</b>
2.	<b>Launch the e-CARE platform by double clicking the icon on your desktop.</b> 
3.	<b>Click on Power chart, this will open the Power chart workflow.</b> 
4.	<b>Search for the patient with their MRN, Name or NHS number.</b> 
5.	<b>Select the correct encounter related to the Inpatient episode. The patients information will populate.</b>
6.	<b>Click on the Task tab in the top left hand corner, select Print, Medical Records Request and click to proceed.</b>  <b>The Medical Records Request window will open.</b>

7.	<p style="text-align: center;"><b>The required tabs will need to be completed.</b></p> 
8.	<p style="text-align: center;"><b>In the Event Status drop down, select Verified Only</b></p> 
9.	<p style="text-align: center;"><b>From the Template drop down, select Transfer Template.</b></p> 
10.	<p style="text-align: center;"><b>From the Date Range Select the Clinical Range or Posting Range as appropriate. Update the From and To date range.</b></p> 
11.	<p style="text-align: center;"><b>Click on the Sections tab, if all information is to be printed click Select All. If specific information is to be printed, then select each tab individually.</b></p>

12.	<p style="text-align: center;"><b>Complete the following fields:          From Purpose select Further Medical Care.          Tick the Proper authorisation received.          Complete the Destination information.          Add the requester information of who is asking the patient to be transferred.          Add any relevant comments.          From the Device drop down, select the printer the document to print to.          Select the number of copies to be printed.</b></p>
13.	<p><b>To preview the document prior to printing select Preview tab.</b></p>
14.	<p><b>Click on the Send tab and the document will be sent to the printer.</b></p>
	<p><b>End of process.</b></p>